

Town through its insurance policy, conditioned upon the faithful discharge of his or her duties as Town Clerk and that, when he or she shall vacate such office, he or she will turn over and deliver to his or her successor all monies, books, papers, property or things belonging to the Town and remaining in his or her hands as Town Clerk. (Ord. 1002, § 2, 2009)

Sec. 2-53. Duty to keep records.

The Town Clerk shall have the custody of all the laws, ordinances and resolutions of the Town, and shall keep a regular and correct journal of the proceedings of the Board of Trustees. The Town Clerk shall record all ordinances and resolutions passed by the Board of Trustees in books provided for such purpose, and shall publish all ordinances and other matters requiring publication and keep proofs thereof. The Town Clerk shall keep on file all contracts and leases to which the Town is a party, all deeds and other instruments relating to Town-owned real estate, and all reports of officers to the Board of Trustees. The Town Clerk shall keep and maintain all Town records in accordance with the State Retention Code. The Town Clerk shall have custody of the seal of the Town and shall affix the same to all instruments as may be required. The Town Clerk shall perform such other duties as may be required by this Code. (Ord. 1002, § 2, 2009; Ord. 1003, § 1, 2009)

Secs. 2-54, 2-55. Reserved.

Sec. 2-56. Town Treasurer; salary; bond.

A Town Treasurer shall be appointed one (1) month after the general municipal election. Before entering upon the duties of his or her office, a surety bond shall be purchased for the Town Treasurer, premium to be paid by the Town through its insurance policy, conditioned upon the faithful discharge of his or her duties as Treasurer and that when he or she shall vacate such office, he or she will turn over and deliver to his or her successor all monies, books, papers, property or things belonging to the Town and remaining in his or her charge as such Treasurer. (Ord. 1021, § 2, 2009)

Sec. 2-57. Duties.

(a) The Treasurer shall be the custodian of all funds belonging to the Town and shall pay no money out except upon warrants or drafts as follows:

(1) For Town employee checks or drafts, one (1) authorized signature shall be required; and

(2) For checks or drafts of ten thousand dollars (\$10,000.00) or less, one (1) authorized signature shall be required; and

(3) For checks or drafts of more than ten thousand dollars (\$10,000.00), two (2) authorized signatures shall be required.

(b) Authorized signatures are as follows:

(1) Town Finance Director;

(2) Town Clerk;

(3) Town Administrator;